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# Putnam County BUREAU OF EMERGENCY SERVICES



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## MUTUAL AID PLAN

**Reviewed and Modified January 5, 2009**

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**NOTE:** **REFERENCE TO TITLE OF “PUTNAM COUNTY BUREAU OF EMERGENCY SERVICES COMMISSIONER” HEREINAFTER WILL BE REFERRED TO AS**

**“COMMISSIONER”.**

**A. Definition of Mutual Aid:**

Mutual aid is organized, supervised, coordinated, cooperative, reciprocal assistance in which personnel, equipment and physical facilities of all participating Fire Departments or Ambulance Corps, regardless of type or size are utilized for fire or other emergency in which the services of Fire or Ambulance Volunteers would be used throughout the County of Putnam and adjacent New York State Counties. (See General Municipal Law #209)

**B. Amendments:**

Amendments to this plan may be made periodically as proposed by the Commissioner and reviewed by the Fire & EMS Advisory Board.

**C. Annual Review:**

Each year this plan shall be reviewed by the County Bureau of Emergency Services Commissioner and corrections or changes processed.

**D. Extent and Limit of Participation by Fire Departments and/or Ambulance Corps.**

All Towns, Villages and Fire Districts in Putnam County may fully participate in this plan. Agencies currently participating are as follows:

<b>40001</b> Brewster	<b>40007</b> Mahopac
<b>40002</b> Carmel	<b>40008</b> Mahopac Falls
<b>40003</b> Cold Spring	
<b>40004</b> Continental Village	<b>40013</b> North Highlands
<b>40005</b> Garrison	<b>40010</b> Patterson
<b>40014</b> Kent	<b>40011</b> Putnam Lake
<b>40006</b> Lake Carmel	<b>40012</b> Putnam Valley

**Independent Ambulance Corps: (DOH Provider Numbers)**

Carmel Ambulance Corps	3912	
Garrison Ambulance Corps	3919	
Putnam Valley Ambulance Corps	3918	
Philipstown Ambulance Corps	3916	
Transcare EMS	0667	(County Vendor)
Alamo EMS	1311	(Commercial Provider)
Hudson Valley Paramedics	5965	(Commercial Provider)

**E. (1) Extent and Limit of Participation With Counties Outside Putnam County.**

Where there is no formal “aid” agreement, local reciprocal assistance, if any, is in accordance with Section 209 of the General Municipal Law. All requests for assistance shall be routed through the Putnam County Communications Center, (Putnam 911). The requesting officer and the agency will be responsible for all liabilities when no agreement exists between the requesting agency and the agency providing assistance. Such request shall be listed as "Assistance" not "Mutual Aid". All agencies are advised to obtain written agreements with all agencies they use that are out of state and all commercial agencies they use. Commercial agencies, in or out of state, should also have written assistance agreements. *A copy of all “agreements” with Outside Agencies shall be provided to the County Bureau of Emergency Services, as reference.*

**E. (2) Agency Participation**

Any agency participating with any jurisdiction not included in D above shall no later than January 15<sup>th</sup> of each year, forward a copy of a signed memorandum of understanding (MOU) or letter of intent (LOI) to provide mutual aid in accordance with this plan. These copies will become permanent attachment to the Putnam County Mutual Aid Plan, until expiration or written revocation.

**F. Extent and Limit of Participation with Adjacent Counties**

Mutual aid can be provided to and received from Dutchess, Orange, Westchester, and Rockland Counties through their respective County Fire Control Centers under the direction of their County Fire Coordinator or legally appointed deputies. All requests for assistance (Given or Received ) shall be routed through the Putnam County Communications Center (Putnam 911).

**G. Entering and Participation in the Plan**

Any duly established New York State Fire Department or Ambulance Corps or ALS provider may participate in this plan by filing a copy of a resolution adopted by the Fire Department or Ambulance Corps, or appropriate commercial provider officer; to the office of the Commissioner. As such, a signed agreement shall be on file. Such resolution shall state that such Fire Department or Ambulance Corps shall recognize a call for assistance from another Fire Department or Ambulance Corps through the Putnam County Communications

Center or by direct call if no response for County Control.

There shall also be filed with the Commissioner a copy of a resolution adopted by the Legislative Body of each participating City and Village, or by the Board of Fire Commissioners or other governing Board having jurisdiction over the Fire Department or Ambulance Corps, the Board of Fire Commissioners of each participating Fire District, or the Town Board of each Town in relation to participating Fire Department or Ambulance Corps serving territories outside of Cities, Villages and Fire Districts or in relation to a town fire department. Such resolution shall state that no restriction exists against "outside service" by the Fire Department or Ambulance Corps of the municipality or district within the meaning of Section 209 (1) of the General Municipal Law, which would affect the power of such Fire Department, or Ambulance Corps to participate in the Putnam County Fire Mutual Aid Plan.

In addition to Fire & EMS Agencies, participation in mutual aid will be permitted with other agencies which may mutually benefit from existing resources. Ie.: NYS DEC, Metro North Railroad.

#### **H. Withdrawal from the Plan**

Any Fire Department or Ambulance Corps may elect to withdraw from this plan by adopting a resolution to such effect. Such withdrawal shall become effective 30 days after filing of such notice with the Commissioner. If the outside service activities of a participating Fire Department or Ambulance Corps are restricted pursuant to Section 209 (1) of the General Municipal Law, notice of any restriction shall be given promptly to the Putnam County Commissioner. Any such restriction imposed by the legislative body of a city, village or town or by the Board of Fire Commissioners shall take effect in accordance with resolution imposing the restriction.

Any Fire Department or Ambulance Corps not signing or withdrawing from this plan shall immediately surrender and return to the Putnam County Bureau of Emergency Services, all Putnam County Bureau of Emergency Services-owned equipment including radios portable and mobile. Such withdrawal shall remain in effect until reinstated by resolution as defined by Section 209 (1) of the General Municipal Law. Withdrawal from this plan will result in suspension of Mutual Aid pursuant to this plan to the Fire Department or Ambulance Corps taking such action. All radio identifiers and call signs issued to such Fire Department or Ambulance Corps on county frequencies are canceled on the effective date of withdrawal.

#### **I. Extent of Radio Equipment Furnished by the County of Putnam**

All Fire Department or Ambulance Corps and future Fire Departments or Ambulance Corps organized pursuant to law and a signer of the County Mutual Aid Plan, (including State Institutions and privately-operated organizations authorized to operate on in Putnam County) shall use mobile two-way radio units, as designated by Putnam County Emergency Services Commissioner. As of April 2009, currently county supplied (leased) radio equipment will become the property of the individual Fire Departments and Ambulance Corps. Individual agencies will be responsible for all maintenance, repair and replacement of such communications gear in their possession. All equipment shall continue to be operated in accordance with procedures outlined in the Putnam County Radio Procedures Manual.

## **J. Countywide Reporting**

### **J-1 Fire Reporting**

The Commissioner shall require each Chief or designated officer of a fire department participating in this plan, to file a copy of a Fire / Incident Report, according to the [National Fire Incident Reporting System](#) (NFIRS) 5.0 standards; on a monthly basis to the New York State Office of Fire Prevention and Control, via. the (NFIRS)-1 Form.

There are three ways to file fire incidents in the NYS Fire Incident Reporting System.

1. **On-Line System** — This on-line data entry system is now fully functional and open to all fire departments and [County Fire Coordinators](#) in New York State. This system provides fire departments the ability to report incidents on line to OFPC. In turn, a fire department can immediately view incidents reported and permits printing of incident report data for official use. Users will also have access to a growing list of selected reports.

New York State's Fire Incident Reporting System is a secure system and requires all users to obtain an account from OFPC. Please be sure to review the [user requirements](#) before requesting an account. To obtain an account, download the [Information Management System Application](#) and submit it to OFPC for approval.

The Office of Fire Prevention and Control provides phone assistance, a cd tutorial, and/or on-site training for the On-Line System. For further information contact the Fire Reporting Unit at (518) 474-6746 or [nfirhelp@dos.state.ny.us](mailto:nfirhelp@dos.state.ny.us)

2. **Electronic Format** - Fire departments may use a NFIRS 5.0 compliant vendor software package to report fire incidents. Incidents are entered into the system by the fire department and the data is electronically transmitted to OFPC. The fire incident data may be on CD, floppy disk or a file attached to an e-mail.

The Putnam County Bureau of Emergency Services provides the Alpine Red Alert Millennium Incident Reporting system software to each fire department in the county. The Millennium System is a highly customized records management application that includes several modules. It can be configured to meet any department's specifications.

**OFPC is not responsible** for the compliance of third party reporting systems. If you have any problems with your software, please contact the vendor for help.

3. **Paper Forms** - Fire departments may continue to report incidents on paper forms, currently available from OFPC. These forms will be entered by OFPC staff and the data captured into the New York State database.

### **J-2 Incident Injury Reporting**

The Commissioner shall require each Chief or designated officer of a fire department participating in this plan, to file a copy of a Civilian Causality and Fire Service Casualty Report, according to the [National Fire Incident Reporting System](#) (NFIRS) 5.0 standards; on a monthly basis to the New York State Office of Fire Prevention

and Control, via. The (NFIRS-2 / 3) Form(s); for all incidents requiring such.

The NFIRS-2 Civilian Casualty Form is used to report any civilian injury or deaths associated with incidents responded to by the Fire Department. Only one form needs to be completed for each incident, multiple casualties can be listed on same form.

*\*\* Note : The NFRIS is for Civilian and non-fire service emergency personnel.*

The NFIRS-3 Fire Service Causality Form is used to report ONLY Firefighter injuries or Death associated with incidents responded to by the Fire Department

*\*\* Note : The NFRIS is for Fire Service Emergency Personnel – not Civilian or non fire service.*

### **J2-A Incident Injury Reporting for County Team Members / Coordinators / Training Center**

Under the following conditions, in addition to the State Forms required above, a copy of Bureau of Emergency Services General Incident / Injury Report form must be filed with the Commissioner as soon as practical:

1. Injuries occurring to a team member or Emergency Services Coordinator while performing official duties and or **all injuries that occur on Putnam County property.**

**K. Extent & Limit of Authority of County Officials-** Deleted effective January 2, 2006

**L. Line of Authority-** See Enclosure A

### **M. Status of the Local Fire Department**

#### 1. Maintenance of Individuality:

Each Fire Department or Ambulance Corp. participating in this plan shall retain its internal command structure.

#### 2. Authority of "Requesting" Fire Chief or Officer-in-Charge:

- a. A "requesting" Fire Chief, Ambulance Capt. or Officer-in- Charge is one who initiates request for mutual aid in accordance with this plan.
- b. The "command structure" at a fire or other emergency in which the services of responders and officers entering the area under mutual aid, remains with the Fire Department or Ambulance Corps requesting the mutual aid. Putnam County operates under the National Incident Management System (NIMS), Incident Command Structure, (ICS).
- c. The Officers-in-Charge will work with chiefs, senior officers and company officers of the agency providing mutual aid. Their own officers who are, in turn, commanded by officers of the agency

requesting mutual aid will supervise the personnel in the assisting agency.

**N. Operation of the County Communications Center (Putnam 911)**

1. Location: Bureau of Emergency Services Emergency Training and Operations Facility  
Putnam 911 112 Old Route 6, Carmel, New York 10512 KED 862 (PUTNAM 911)

2. Department Base Stations:

Brewster	Brewster Base	KDJ 401
Carmel	Carmel Base	KUI 644
Cold Spring	Cold Spring Base	WYC 502
Continental Village	Cont. Village Base	KLI 363
Garrison	Garrison Base	KWJ 229
Kent	Kent Base	WSB 916
Lake Carmel	Lake Carmel Base	KUG 794
Mahopac	Mahopac Base	KLM 606
Mahopac Falls	Mahopac Falls Base	KJN 785
North Highlands	North Highlands Base	KTH 691
Patterson	Patterson Base	KTR 605
Putnam Lake	Putnam Lake	KVZ 474
Putnam Valley	Putnam Valley	KCP 618 (Sta. 1) KGI 643 (Sta. 2)

3. 911 PSAP (Putnam 911)

- a. The County Emergency Services Commissioner is responsible for all activities of the County Communications Center and shall set policy.
- b. Additional Dispatching Service: The Commissioner and the Deputy Emergency Services Coordinators are authorized to dispatch. Fire Department base stations may dispatch when requested to do so by County Commissioner, or Deputy Emergency Services Coordinators. Personnel requesting such dispatches shall be identified at end of all radio transmissions.
- c. Backup PSAP will be located at Putnam County Sheriff’s Office.
- d. **Restriction:** No person may dispatch by radio that is not specifically authorized in 3 (a), (b), and (c) above. Operation by unauthorized persons shall be reported and may result in penalties and/or imprisonment, per the FCC.

4. Radio and Telephone Communication Regulations:

- a. Procedure: The radio and telephone procedure shall conform completely as prescribed "GUIDE TO FIRE MOBILIZATION AND MUTUAL AID PLANS IN THE STATE OF NEW YORK", by the Office of Fire Prevention and Control.
- b. Authorization to Operate: No person may operate radio equipment on the County Frequencies unless trained and permission granted by the Commissioner.
- c. Authorization to Use Non-County Owned Transmitters and Receivers: No fire radio equipment (repeater, tone generators, pagers, etc.) may operate on the County fire frequencies as part of the County Fire network unless specifically authorized by Commissioner of Bureau of Emergency Services and in accordance with the regulations set forth by the New York Mutual Aid Plan and the Federal Communications Commission. Only upon application to the Commissioner and approval of same, shall such radio equipment be permitted to operate within the County radio network. Operation without permission by the licensee (Commissioner) is a violation of rules of the Federal Communications Commission.

#### **O. Inventory of Plan**

1. Location of County Equipment and Inventory as described within the Putnam County Mutual Aid Plan as follows:

- a. One set: County Communications Center (Putnam 911)
- b. One set: Commissioner
- c. One set: Deputy Commissioner
- d. One set: Each Deputy Emergency Services Coordinator
- e. One set: Each County Fire Department/Ambulance Corps.- as requested
- f. One set: Shall be submitted to the State Office of Fire Prevention and Control

#### **P. Activation of the State Mutual Aid Plan**

The Commissioner of the Bureau of Emergency Services, or a Deputy Emergency Services Coordinator in the line of authority designated pursuant to Section 401 of the County Law, after utilizing all available assistance from Dutchess, Westchester, Orange and Rockland, may call the State Office of Fire Prevention and Control to obtain activation of the State Fire Mobilization and Mutual Aid Plan. The procedure shall conform with that specified in the Guide to Fire Mobilization and Mutual Aid Plans in the State of New York, pg. 20-30, by the State Office of Fire Prevention and Control.

1. Authority and Responsibility of the Regional Fire Administrator:

The authority and responsibility of the Regional Fire Administrator under the activated State Mobilization and Mutual Aid Plan is established by the State Office of Fire Prevention and Control.

2. Retirement Provision Relating to the Position of Regional Fire Administrator:

Should the Commissioner be separated from his office for any reason, he is automatically removed as Administrator if he also holds the position of Regional Fire Administrator. The Director of the State Office of Fire Prevention and Control is authorized by law to appoint this position.

3. County number issued under the State Mobilization and Mutual Aid Plan:

The Commissioner shall utilize County Number 40 assigned to Putnam County by the State Fire Mobilization and Mutual Aid Plan. See Section II, New York State Regional Fire Administrator.

**Q. Training**

1. Type and Extent of Training:

- a. The State Fire Training Program or County Fire Training Program shall be the standard in Putnam County. The more restrictive standards shall take precedence as determined by the Commissioner and the Fire & EMS Advisory Board.
- b. The Bureau of Emergency Services is currently registered as a Program Sponsor and is approved to offer Basic Life Support and Advanced Life Support courses from the New York State Department of Health as follows:
  - Certified First Responder (CFR)
  - Certified First Responder with Defibrillation
  - Emergency Medical Technician original
  - Emergency Medical Technician Refresher
  - Emergency Medical Technician with Defibrillation (EMT-D)
  - Emergency Medical Technician Refresher with Defibrillation
  - Emergency Medical Technician-Intermediate
  - Paramedic recertification

**R. County Training Standard:**

1. **Interior Firefighter**

- A. All firefighters entering the Fire Service in Putnam County **AFTER January 1, 2006** must comply with the Following Training standards:

To be certified as an **Interior Firefighter** and receive a County issued **Accountability Tag**,

Departments will certify via *Interior Firefighter Form "A"* that members have successfully completed the **Firefighter 1 and Firefighter Survival Training**.

- B. All firefighters entering the Fire Service in Putnam County **BETWEEN August 1, 2002 AND January 1, 2006** must comply with the following training standards:

To be certified as an **Interior Firefighter** and receive a County issued **Accountability Tag**, Departments will certify via *Interior Firefighter Form "B"* that members have successfully completed the **Basic Firefighter Course, (#91), the Intermediate Firefighter Course (#92) and Firefighter Survival (#87.)** or Firefighter 1 and Firefighter Survival.

- C. All firefighters entering the Fire Service in Putnam County BEFORE **August 1, 2002**

To be certified as an **Interior Firefighter** and receive a County issued **Accountability Tag**, Departments will certify via *Interior Firefighter Form "C"* that members have successfully completed the **Fire Essentials, Initial Fire Attack and Hazardous Materials First Responder Operations** Training Courses OR Basic Firefighter Course (# 91), the Intermediate Firefighter Course (#92) and Firefighter Survival (#87.) or Firefighter 1 and Firefighter Survival.

## 2. Exterior Fire Fighter

- A. It is the recommendation, that as a minimum to be *certified* as an **Exterior Firefighter** and receive a County issued **Accountability Tag**, Departments will verify via *Exterior Firefighter Form "D"* that members have successfully completed the Scene Support Operations Training course.

## 3. Company Officers

- A. In order to be designated as a **Company Officer, Lieutenant, Captain (1<sup>st</sup> Line Supervisor)** (or individual Fire Department equivalent title,) firefighters must successfully complete the following New York State Training classes.

Introduction to Fire Officer (27 hours) \*\*\* AND A, B, or C

- (A) Firefighter 1 + Firefighter Survival OR Recruit Fire Training (360) Hrs.  
And HAZMAT Operations, and NIMS / ICS (ICS100 & ICS 700, 200 AND ICS 300)
- (B) Basic Firefighter, Intermediate Firefighter + Firefighter Survival OR Recruit Training.  
And HAZMAT Operations, and NIMS / ICS (ICS100 & ICS 700, 200 AND ICS 300)
- (C) Fire Essentials, Initial Fire Attack and Hazardous Materials First Responder Operations

Training and NIMS / ICS (ICS100 & ICS 700, 200 AND ICS 300).

\*\* *OFPC Officer Development Class or NFA Officer Development Course will satisfy requirement for Introduction to Fire Officer.*

B. In order to be designated as a **Chief Officer or Ambulance Corps Captain (Command Officer)** (or individual Fire Department/Ambulance corps equivalent title,) firefighters/EMT's must successfully complete the above New York State Training classes, as well as

NIMS / ICS (I – 300) Intermediate Incident Command Systems Training

\*\* OFPC Officer Development Class or NFA Officer Development Course will satisfy requirement for Introduction to Fire Officer.

## **S. COUNTYWIDE - ACCOUNTABILITY SYSTEM**

The following operating procedures shall be used when personnel are operating on any scene in Putnam County.

### **1. Scene - ID Accountability Cards:**

All Putnam County Emergency Services Personnel (Fire & EMS) will be issued TWO ID cards; to each member of an agency. Each card will have the individuals Department Name, Picture, Name, Number and Rank on the front. Accountability cards will be issued by the Bureau of Emergency Services upon submission of appropriate information on Designating Form(s) received and signed by the department Fire Chief or Ambulance Captain.

\* *County Departments are responsible for submission of accurate information.*

INTERIOR TRAINED PERSONNEL cards will be YELLOW cards, with info.

EXTERIOR PERSONNEL cards will be WHITE cards, with info.

NYS EMT'S cards will have a BLUE stripe on the BOTTOM of the cards, with info

NYS CFR's will have a BLACK stripe affixed to the BOTTOM of the cards, with info.

### **2. Departments Status Designating Forms.**

- Form A Interior Firefighter (after January 1, 2006)
- Form B Interior Firefighter (Between August 1, 2002 & January 1, 2006)
- Form C Interior Firefighter (before August 1, 2002)
- Form D Exterior FireFighter

**3. Department Identification Cards:**

A personal ID card will be issued to each individual (wallet card) in addition to the above, by the Bureau of Emergency Services; upon submission of appropriate information on Designating Form received and signed by the department Fire Chief or Ambulance Captain.

**4. Bureau Special Teams Identification Cards:**

All Putnam County Bureau of Emergency Services Special Teams personnel will be issued TWO ID cards. Each card will have the name of the team they belong to, Picture, Name and Number on the front. No rank will be listed on the card. ID cards will be issued by the Bureau of Emergency Services upon submission of appropriate information on the designating form received and signed by the Special Teams Coordinator.

Haz Mat & CAT team = Card with BLUE Stripe

Foam Team (FART) = Card with ORANGE Stripe

Investigation team = Card with RED Stripe

Fire Police Team = *Cards Currently issued by Putnam County Sheriff*

**5. Arrival On Scene:**

Upon arriving on scene all units will leave ONE (1) ID cards at a STAGING AREA prior to commencing operations. The IC will establish a STAGING AREA under an officer as soon as possible. ID cards will be collected and placed on assignment status with the STAGING OFFICER.

**6. Additional Personnel:**

All additional personnel (later arriving apparatus, personnel with private vehicles, mutual aid personnel etc.) are to respond to and remain in the STAGING AREA until assigned.

When given an assignment by the IC or STAGING OFFICER – the second card will be given to accountability officer at the Command Post.

**7. Special Teams:**

- A. The Bureau of Emergency Services staffs, equips, trains, and administers the following special teams:
1. Fire Investigation Team (FIT)
  2. Hazmat Response Team / Credible Assessment Team
  3. Foam Assistance Response Team (FART)
  4. Fire Police Response Team
- B. Any of these teams may be requested through Putnam 911 by the Incident Commander.
- C. These assets may be requested by any Fire / EMS or Police agency and notification will be made to Emergency Services Coordinators.

## **T. FIREFIGHTER ASSIST SEARCH TEAM (FAST) STANDARD**

### **1. A. Background:**

Recognizing that the first responsibility of any Incident Commander is the safety and well being of the firefighting forces and based on the provisions outlined in NFPA 1500 and NFPA 1561, the following policy is in effect in Putnam County.

*Equipment:* All FAST's should be equipped with the following items:

Halligan Hook  
Pike Pole  
Forcible Entry Tools, (Rabbit Tool Ax Halligan)  
Life Rope  
Search Rope  
4 Hand Lights  
Two Safety Belts  
SCBA with PASS  
Full PPE  
Portable Multi- Frequency Radios  
Thermal Imaging Camera\*\*

### **1. B. Make Up of Team:**

**Any Department forming a FAST must submit Memo of Intent to Commissioner of Bureau of Emergency Services. Memo shall include name of team members, and date of completion NYS FAST Training Course.**

Team shall consist of a minimum of *four* (4) members designated as Interior Structural Firefighters according to NFPA 1500 and under the provisions of the County Mutual Aid Plan. At least two members shall be radio equipped. Members who expect to participate in a FAST should participate in a countywide training session, to insure uniformity and conformity with County guidelines.

#### 1. C. Mission Statement:

**The FAST is to be available on scene in order to rescue trapped lost or otherwise endangered firefighters.**

#### 1. D. Procedure:

Upon dispatch by Putnam 911, responding members shall monitor radio to be alert of changing conditions as reported by the Incident Commander. (IC) Upon arrival, the FAST OIC,<sup>1</sup> shall report to IC or Command Post notifying the IC that they have been assigned as the FAST.

#### 1. E. Members of Different Departments within the County may make up FAST:

Members may be of different Departments, as long as they are trained in accordance with regulations as noted in previous paragraph.

Upon reporting to the IC or CP, units will begin size up and gather as much information as possible about the structure, being aware that it will be necessary to remain at the CP and *Intact* as a unit.

Units must also be aware of the EMS Resources on scene and may recommend to the CP the necessity for calling additional EMS resources.

Included in the "size up" the FAST should be assessing the availability of items like power tools, ladders etc., which would be useful in cases where a Rescue attempt needed to be made. It may also be helpful if the FAST made a thorough assessment of the entire structure and became familiar with means of egress, special hazards and conditions that may affect potential rescue operations.

The IC should not use the FAST for any other duties unless absolutely essential. In that case, Putnam 911 will be directed to assign another FAST to the incident. Anytime a FAST is used at the scene; normal firefighting operations should be limited to supporting the FAST.

IC shall be alert of the necessity of requesting a FAST during any operation that may endanger firefighter and EMS personnel and need not be limited to structural fires.

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<sup>1</sup> The highest-ranking member is in charge of the FAST. If no officer is present the OIC is the firefighter having the most time in service.

The Putnam County Bureau of Emergency Services Radio Operation Procedure Manual reads as indicated below:

- 1.75 (b) UPON REQUEST BY THE INCIDENT COMMANDER, and absent any specific request, Putnam 911 will dispatch the closest available FAST. Members of the selected FAST are expected to Contact Putnam 911 and notify of availability. If a TEAM has not called in within three (3) minutes, Dispatchers shall exercise *Dispatcher Discretion* in order to secure a FAST and report status to the IC or Emergency Services Coordinator on scene.

## **2. LOST OR TRAPPED FIREFIGHTER ACTION PLAN:**

### 2. A. Firefighter declared lost/trapped:

When a firefighter is declared lost or trapped, notification shall be made to Putnam 911 - who will sound the "alert tone" followed by a transmission that a MAYDAY has been declared for a lost or trapped firefighter. All transmissions on Channel 1 will cease, with the exception of the Incident Commander or ESC.

The Dispatcher at Putnam 911, shall acknowledge and broadcast the MAYDAY.

When the missing or trapped firefighter is located, the IC will report this to Putnam 911 who will broadcast this information after sounding the alert tone.

### 2. B. Communications Terminology:

1.75 (c) The following emergency Radio **Communications Terminology** will be used as indicated.

1.75(c) 1. The terms "MAYDAY" and "URGENT" will be used only in situations where immediate communication is necessary to protect life or prevent serious injury. Whenever the terms "MAYDAY" or "URGENT" are transmitted, all radio traffic shall cease except those between the person initiating the emergency transmission and the Incident Commander/ESC.

1.75 (c) 2. Whenever a structure or area is evacuated or whenever a FAST is assigned a rescue task, or after a "MAYDAY" transmission, the IC shall initiate an immediate role call and account for all subordinates and report status to ESC and to Putnam 911.

1.75 (c) 3. MAYDAY transmissions have priority over Urgent. MAYDAY shall be used in **four (4)** cases only.

1. Imminent collapse feared- any member becoming aware of imminent collapse shall report to the incident commander in the following format: IC 23 this is 23-21 Officer with a "MAYDAY." Upon acknowledgment from IC, 2321 Officer, reports Collapse Imminent. Reporting member shall give the location as best as possible and the IC shall order all members from the structure and comply with section 1.75 (C) 2.

2. Structural Collapse has already occurred. Any member may report this, along with an accurate location.

3. Missing Member. If an Officer has lost contact with a member under his supervision, he shall transmit to the IC "MAYDAY Member missing! Reporting Officer should transmit last known location of missing member.

4. Member is unconscious or has suffered a life threatening injury.

2. C. Urgent:

1.75 (B) 4. Urgent shall be used when a member needs to get control of the communication network. Example: IC 23, this is 2321, *urgent*. After acknowledgment by IC 23- 2321 reports fire conditions deteriorating rapidly of trapped occupants or a member down. (Not life threatening) It may also be used to have members back out and initiate outside only attacks if conditions dictate.

The term "Collapse" shall only be used to indicate a building collapse, not to report the collapse of a member or civilian.

Note: It is important that in all cases of a MAYDAY and or URGENT Transmissions or as indicated in Section 1.75 (C) 2, that the IC conducts an accurate personnel accounting reporting procedure (Roll Call of members on scene).

## Section II

### NEW YORK STATE REGIONAL FIRE ADMINISTRATOR

#### **A. The State Fire Plan**

The plan for the efficient utilization of the resources and facilities of the State for fire mobilization and control is formally titled the "State Fire Mobilization and Mutual Aid Plan", or, informally, the "State Fire Plan".

The State Fire Plan is an aggregate of local county fire mutual aid plans that have been prepared and adopted in accordance with a suggested format and formally accepted as part of the State Fire Plan. Even though every county fire mutual aid plan may not be included, every county has some form of mutual aid operating plan or procedure; thus, the State Fire Plan represents the total picture of available aid.

#### **B. Authority and Responsibility**

IN PUTNAM, the same individual serves as Commissioner, Bureau of Emergency Services, and Regional Fire Administrator. The responsibility and authority of the Commissioner derives from appointment by the County Administrative Body while authority and responsibility of the Regional Fire Administrator derives from appointment by the Secretary of State.

##### 1. Activation of the State Fire Plan by the Commissioner:

- a. The Commissioner efficiently deploys the fire units in his county under his County Fire Mutual Aid Plan.
- b. When it is evident that fire mutual aid is required from a contiguous county or counties for the aid desired.
- c. When all adjacent counties have provided aid consistent with their own fire protection and defense, and it is evident additional aid is required, the Commissioner originally requesting mutual aid may request activation of the State Fire Mobilization and Mutual Aid Plan by calling an Office of Fire Prevention and Control staff member at a field office or at (518) 474-6746 (24-hour service).

The Office of Fire Prevention and Control staff member will activate the State Fire Plan.

2. Activation of the State Fire Plan Upon Request by a Municipality:

- a. Should a municipality determine the need for assistance, the Chief Executive may direct a request for aid to the Department of State's Office of Fire Prevention and Control.
- b. Normally, the Office will refer such requests to the Commissioner before the State Fire Plan is activated. The State Fire Plan will become effective only when the Commissioner has utilized the assistance available from surrounding counties.

3. Activation of the State Plan by the Governor

- a. Whenever the Governor shall determine that the public interest so requires, he may order the activation of the State Fire Plan.
- b. The Office of Fire Prevention and Control will activate the plan through the appropriate Regional Fire Administrator.

**C. Authority of the State**

Authorized fire representatives of the Department of State have the following powers, duties and responsibilities:

- 1 To direct the dispatch of manpower and equipment of fire departments consistent with maintenance of local fire protection.
- 2 To coordinate the response and assignment of manpower and equipment under the direction of the Fire Chief in command.

**D. Authority and Responsibility of Regional Fire Administrator**

- 1 The authority and responsibility of a fire officer appointed as a Regional Fire Administrator are inoperative until a State officer activates the State Fire Mobilization and Mutual Aid Plan. This plan is not activated until the counties surrounding the affected areas have been called upon and have provided aid consistent with their own fire protection and defense.

The Regional Fire Administrator is empowered to:

- a. Dispatch manpower and equipment;
- b. Coordinate response and assignment of resources.

- The Regional Fire Administrator is a state officer acting on behalf of the State of New York under the authority of the Office of Fire Prevention and Control and is vested with the powers of the State enumerated above under IV, A & B for the duration of the emergency.
- Judgments and decisions made by the Regional Fire Administrator will affect all Fire Departments, which are part of the State Fire Plan for the appropriate region.
- The Regional Fire Administrator shall perform additional duties in connection with the administration and execution of the State Fire Mobilization and Mutual Aid Plan as required by the Department of State's Office of Fire Prevention and Control.

#### **E. Resignation and Retirement**

1. A Regional Fire Administrator may resign by submitting a written statement to the Department of State's Office of Fire Prevention and Control.
2. A Fire Coordinator who is separated from that office for any reason automatically vacates the Office of Regional Fire Administrator.

**\* IN PUTNAM COUNTY, THE POSITION OF FIRE COORDINATOR HAS BEEN ELIMINATED FROM THE PUTNAM COUNTY CHARTER. THESE DUTIES HAVE BEEN INCORPORATED INTO THE NEW TITLE OF COMMISSIONER, BUREAU OF EMERGENCY SERVICES.**

#### **APPENDIX TO SECTION II**

##### **A. Authority of the Department of State Office of Fire Prevention and Control**

Authorized representatives of the Department of State and its Office of Fire Prevention and Control have the powers, functions and duties to: direct the dispatch of personnel and equipment of fire departments consistent with maintaining local fire protection; and coordinate the response and assignment of personnel and equipment under direction of the fire chief in command.

NOTE: The duties described above will be carried out in cooperation with the regional fire administrator of the affected counties.

##### **B. Identifying of a Fire Mobilization and Mutual Aid Zone**

A "zone", as used in those statutes, is a "County" as determined by the State Constitution. Those counties comprising the City of New York constitute a single zone.

##### **C. Regional Fire Administrators – Duties, Authority and Identification**

A regional fire administrator (RFA) is appointed by the State Fire Administrator for each fire mobilization and mutual aid zone. In the event of absence, illness or the inability of an RFA to execute duties authorized in this plan, responsibility for such duties rests with such deputy or deputies as designated by the incumbent and set forth in the county fire mutual aid plan of the zone.

The Regional Fire Administrator, upon activation of the State Fire Mobilization and Mutual Aid Plan, is empowered to: dispatch fire department personnel and equipment consistent with maintaining local fire protection; and coordinate the response and assignment of personnel and equipment. Such personnel and equipment will operate under the direction of the fire chief requesting assistance.

The authority and responsibility of the Regional Fire Administrator is suspended until the State Fire Mobilization and Mutual Aid Plan is activated. Following activation, the authority and responsibility of the Regional Fire Administrator is instituted. When, deactivated, authority and responsibility is again suspended.

Regional Fire Administrators, appointed by the State Fire Administrator, shall take an oath of office, (General Municipal Law, Section 209-e, Subdivision 2); following which an appointment certificate will be issued.

#### **D. Standard Thread for Fire Service use in the State of New York**

Pursuant to the requirement of subdivision 5, Section 209-e of the General Municipal Law, the National Standard Thread is hereby prescribed as the standard thread for the State.

American National Fire Hose Connection Screw Thread or NH or NST or NS is specified by the National Institute of Standards and Technology, US Department of Commerce, Washington, DC. The standard is the same as prescribed by the National Fire Protection Association, the Insurance Service Office and the American National Standards Institute.

All fire service equipment should meet these standards or provide for appropriate adapters to adapt to standardized threaded couplings and connections.

#### **E. Participation in the State Fire Mobilization and Mutual Aid Plan**

The Regional Fire Administrator or his/her designated deputy in line of authority as specified, shall upon request, commit resources to counties throughout the state under the State Fire Mobilization and Mutual Aid Plan. The New York State Fire Mobilization and Mutual Aid Resource Tracking System shall be implemented to facilitate the efficient loan of resources and equipment during any activation of the State Plan. The prescribed procedures to follow may be found in the Resource Tracking Program Section of this manual. Those departments sending resources under the activation of the State Plan are responsible for their own equipment and personnel while in route. Upon assignment, the fire department/fire company receiving the mutual aid resources is liable for any loss to apparatus or

equipment or supplies used or operating and maintenance expense in accordance with Section 209-e of the General Municipal Law.

**F. Extent and Limitation of Participants with Adjacent Counties in Neighboring States or Counties**

Those fire departments willing to provide mutual aid services across state and national borders should assure proper insurance coverage for both personnel and equipment is in place and should indicate their availability in writing to the Regional Fire Administrator.

**G. Incident Command System / National Incident Management System**

All operations under the State Fire Mobilization and Mutual Aid Plan will be conducted within the framework of the National Incident Management System (NIMS) – Incident Command System (ICS).

Enclosure AAbsence of The Commissioner

In accordance with the authority designated by the County Legislature, the following line of authority is designated, in order, to possess the Commissioner's powers and duties:

1. Robert McMahon 914-906-0459 Nextel
2. Adam B. Stiebeling 914-879-9867 Nextel
3. Thomas (Ron) Davies 914-879-1230 Nextel
4. Michael Hengel 914-879-1221 Nextel
5. James Ciulla 914-879-1216 Nextel
6. Douglas Casey 914-879-1226 Nextel
7. Ken Clair 914-804-0851 Nextel
8. Cris Dellaripa 845-222-2228 Nextel
9. J. Ralph Falloon 914-490-2739 Nextel
10. Jeff Boyle 914-469-6302 Nextel

*Enclosure ( B )*

**PARTICIPATION AGREEMENT IN THE  
PUTNAM COUNTY  
BUREAU OF EMERGENCY SERVICES  
MUTUAL AID PLAN**

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**Name of Organization**

Hereby elects to participate in the Putnam County Mutual Aid Plan and abide by all provisions included in said document.

Copy of the signed **Enclosure B** will be filed with the Commissioner of Emergency Services and included as a permanent part of the Mutual Aid Plan for Putnam County.

Signed \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

Effective Date \_\_\_\_\_